

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Candidate Name]  
[Candidate Address]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We are excited about the potential you bring to our team.

### **1. Compensation**

Your annual base salary will be \$[Amount], payable in accordance with the Company's standard payroll schedule.

### **2. Incentive Stock Options**

Subject to the approval of the Board of Directors, you will be granted an option to purchase [Number] shares of the Company's Common Stock. These options are intended to qualify as "Incentive Stock Options" (ISOs) within the meaning of Section 422 of the Internal Revenue Code.

### **3. Vesting Schedule**

The shares will be subject to a standard [Number]-year vesting schedule with a [Number]-year cliff. This means that 25% of the shares will vest on the first anniversary of your start date, and the remaining shares will vest in equal monthly installments over the following [Number] months, provided you remain employed by the Company.

### **4. Exercise Price**

The exercise price per share will be determined by the Board of Directors at the time of grant and will be equal to the Fair Market Value of the Common Stock on the date of the grant.

### **5. Terms and Conditions**

The stock options will be governed by the terms and conditions of the Company's [Year] Equity Incentive Plan and a separate Stock Option Agreement, which you will be required to sign.

### **6. At-Will Employment**

Employment with the Company is "at-will," meaning either you or the Company may terminate the relationship at any time, with or without cause or notice.

To accept this offer, please sign and return this letter by [Expiration Date].

Sincerely,

[Name of Hiring Manager/CEO]  
[Title]  
[Company Name]

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**Acceptance:**

I accept the offer of employment as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_